

## MULTIPLE STAFF MINISTRY Bibliography

*Be the Leader You Were Meant to Be*\_(Personal and Study Guide Included), by LeRoy Eims (Victor Books, revised 2002) ISBN 0781438853

This book presents what the Bible says about leadership. This practical classic is for those who are exploring any type of leadership role God has in mind for you--or if you have already been given a job of leading people. Originally published in 1975, this updated edition includes a personal and group study guide.

*Becoming a Healthy Team: Five Traits of Vital Leadership*, by Stephen A. Macchia (Baker, 2005) ISBN 0801065720

The author shares principles and practices to help your leadership team do the same. He'll show you how to **T**rust, **E**mpower, **A**ssimilate, **M**anage, and **S**erve. Without effective teams, ministries lose the ability to both serve the body of Christ and reach seekers. Filled with scriptural guideposts, *Becoming a Healthy Team* provides practical answers and pointed questions to keep your team on track and moving ahead.

*Church Staff Handbook: How to Build an Effective Ministry Team*, by Harold J. Westing (Kregel, 1997) ISBN 0-8254-3973-6

This resource provides a blueprint for developing a spiritually strong and effective ministry team in the local church. Westing covers issues of team leadership, staff development, role expectations, goal setting, and hiring procedures. Also included are team projects for more in-depth development.

*Clergy Self-Care: Finding a Balance for Effective Ministry*, by Roy M. Oswald (Alban Institute, 1998) ISBN 1-56699-044-0

Oswald integrates research and experience into a liberating perspective on the pastoral calling. Discover how imbalances in your physical, emotional, spiritual, and intellectual lives can destroy the very ministry you seek to carry out. Learn what you can do to restore that balance. Packed with self-assessment tools, real-life experiences, and specific self-care strategies.

*Developing a Multiple Staff, Administration and Restructuring*, by William M. Easum (William M. Easum, 1998) [Easum@easumbandy.com](mailto:Easum@easumbandy.com)

*Developing the Leaders Around You: How to Help Others Reach Their Full Potential*, by John C. Maxwell (Thomas Nelson, revised 2005) ISBN 0785281118

Knowing that a company cannot grow *without* until its leaders *grow within*, John Maxwell encourages you to grow your organization by growing your leaders. Developing leadership qualities in others is the way to ensure success in today's competitive world because the one asset that truly appreciates within any organization is *people*. People can grow, develop, and become more effective if they have a leader who understands their potential value.

*Effective Ministry as an Associate Pastor: Making Beautiful Music as a Ministry Team*, by Robert J. Radcliffe (Kregel, 1998) ISBN 082543629X

Radcliffe explores the variety of issues that impact the ministry of the associate pastor. Drawing on his own experience he emphasizes harmony, balance, and

functioning relationships. Section three focuses on relationships—with the senior pastor, other professional staff, boards and committees, and general church members. He provides insight and practical advice where the ability to maintain mutually-beneficial, supportive relationships in several arenas is no easy task.

*Hiring Excellence: Six Steps to Making Good People Decisions*, by Pat MacMillan (NavPress, 1992) ISBN 0-89109-691-4

In this book you are introduced to a practical, time-tested process that will enhance your ability to recognize and select excellent people for your team-- whether your work environment is corporate or not-for-profit. By dealing with the specifics and implications common to each, Pat MacMillan provides the decision-making tools necessary to help you optimize your organization's effectiveness.

*How to Thrive in Associate Staff Ministry*, by Kevin Lawson (Alban Institute, 2000) ISBN 1-56699-227-3

Associate staff ministry is a calling with its own identity, integrity and exciting possibilities. The author demonstrates the communication and self-care skills that people in these often highly specialized positions can utilize to grow beyond mere survival into dynamic ministry.

*How to Treat a Staff Infection: Resolving Problems in Your Church or Ministry Team*, by Dr. Craig Williford and Carolyn Williford (Baker, 2007) ISBN 080106757X

The authors take a "medical" approach to common ministry ailments, e.g.: a stiff neck "God always intended VBS to be two full weeks"; temporary paralysis "You want me to make a decision?" – and many more. Almost every problem a ministry staff encounters is covered in this humorous and helpful book.

*Improving Your Multiple Staff Ministry*, by Anne Marie Nuechterlein (Wipf & Stock Publishers, 2001) ISBN 1579105017

This book offers an exploration as to why church ministry staffs succeed or fail. With an emphasis in using faith in Christ as the foundation for analysis, the author draws from research and experience to reveal how a knowledge of interpersonal dynamics and individual differences can aid in finding ways to more effectively work together.

*Keeping the Sabbath Wholly: Ceasing, Resting, Embracing, Feasting*, by Marva J. Dawn (Eerdmans, 1989) ISBN 0-8028-4057-8

The author shares ideas for various ways of keeping the Sabbath: by ceasing (from striving, productivity, anxiety); by resting (physically, emotionally, intellectually); by embracing (intentionality, Christian values); and by feasting (on the eternal, with affection).

*Leading from the Second Chair: Serving Your Church, Fulfilling Your Role, and Revitalizing Your Dreams*, by Mike Bonem and Roger Patterson (Jossey-Bass, 2005) ISBN 078797739X

This book raises awareness of the need for strong leaders in secondary positions. It describes the value they can bring to their organization and to primary leaders when they are serving at their full potential. It reshapes the way they view their role, with an emphasis on their own responsibility as leaders. It recognizes the unique challenges and frustrations of serving in a subordinate position and equips these leaders with the attitudes and skills that they will need to survive and thrive in this new paradigm.

*Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders*, by George Cladis (Jossey-Bass, 1999) ISBN 0-7879-4119-0

Cladis, pastor of a rapidly growing mainline congregation, issues a clarion call to church leaders to embrace a fresh leadership model that calls upon the entire ministry to join together as a vital collaborative team—bringing together faith and organization to effectively serve the Kingdom of God.

*The Ministry Staff Member*, by Douglas L. Fagerstrom (Zondervan, 2006) ISBN 0310263123

The author draws on his vast experience to correct false notions and provide a clear, accurate understanding of staff ministry. This comprehensive and practical handbook provides staff members—paid and volunteer, church and parachurch—with tools for success and helps those around them to better understand and appreciate the importance of what they do. Dozens of sidebar articles and suggested resource lists provide a useful toolbox. Includes one chapter on team building.

*The Multiple Staff and the Larger Church*, by Lyle E. Schaller (Abingdon, 1980) ISBN 0687272971 – available in e-book edition (Adobe Reader) from [www.abingdonpress.com](http://www.abingdonpress.com)

Schaller helps the leaders of larger churches understand the special characteristics of these churches and helps members of multiple staffs see their role and the context of that role more clearly. He describes the differences that mark the larger church of 700 to 1,000 or more members and discusses the many alternatives of staffing: part-time vs. full-time, use of more volunteers, and the many duties that can be carried out by these staff members. Special emphasis is given to the role of the senior minister, the role of the associate minister, and to their relationship with one another.

*Overcoming the Dark Side of Leadership: The Paradox of Personal Dysfunction*, by Gary L. McIntosh and Samuel D. Rima (Baker, 1998) ISBN 0-8010-9047-4

The dark side of leadership emerges when the personal dysfunctions inherent in human life are allowed to remain unaddressed. Using biblical and current examples, the authors describe the characteristics of five types of leaders and the problems that are most likely to develop if their particular dysfunctions develop unrestrained. Each chapter concludes with summaries of key points, plus follow-through projects. Each section concludes with test questions to help readers gain self-understanding. In the concluding chapters, they offer a series of steps for leaders to consider so they can take control of their dark side and learn to harness its creative powers.

*Staff Your Church for Growth: Building Team Ministry in the 21<sup>st</sup> Century*, by Gary L. McIntosh (Baker, 2000) ISBN 0-8010-9095-4

Changing times make multiple-staff churches more necessary. Here is the how, why, who, and when to add staff in a way that encourages growth.

*The Team Builder: A Pastor's Resource for Increased Effectiveness in Developing and Leading the Church Staff*, by Frank R. Lewis (Convention Press, 1997) ISBN 0-7673-3061-7 – out of print

*Team Spirituality: A Guide for Staff and Church*, by William J. Carter (Abingdon, 1997) ISBN 0-687-01604-5 – out of print

*The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You*, by John C. Maxwell (Thomas Nelson, 1998) ISBN 0785274316

Maxwell has combined insights learned from his thirty-plus years of leadership successes and mistakes with observations from the worlds of business, politics, sports, religion, and military conflict. The result is a revealing study of leadership.

*The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team*, by John C. Maxwell (Thomas Nelson, 2001) ISBN 0785274340

The author advocates the importance of teamwork for every kind of leader, and shows how team building can improve every area life. It is illustrated with stories of team leaders-and team breakers-from history, business, the church, and sports.

*The 2007 Compensation Handbook for Church Staff* (Church Law Today) – order from [www.churchlawtoday.com](http://www.churchlawtoday.com)

Based on an extensive national research campaign, *The 2007 Compensation Handbook for Church Staff* provides an in-depth analysis of the results gathered from thousands of church workers, from across a broad spectrum of denominations. You'll find part-time and full-time compensation breakdowns according to church size, budget and geographical setting. Personal factors such as years employed, gender, and educational training are also taken into account. Provides a comprehensive analysis of compensation practices to help you determine: base salary, average salary increase, housing & parsonage allowance, health insurance, retirement contributions, life insurance, employee vs. self-employed, continuing education, paid vacation, and *much more!*

This bibliography was prepared by the staff of the Covenant Resource Center, in consultation with the Department of the Ordered Ministry. While not specifically endorsed by the Evangelical Covenant Church, the above resources may be helpful as you plan for ministry. For additional assistance or suggestions, contact the Covenant Resource Center at 1-800-338-IDEA(4332) or [resource.center@covchurch.org](mailto:resource.center@covchurch.org).



## *The 2007 Compensation Handbook for Church Staff*

### **OVERVIEW**

Have you ever wondered if your salary, or your employees' salaries, was competitive when compared to other ministry organizations and churches? Now there's a resource with solid answers to help you know for sure.

Based on an extensive national research campaign, *The 2007 Compensation Handbook for Church Staff* provides an in-depth analysis of the results gathered from thousands of church workers just like you, from across a broad spectrum of denominations. You'll find part-time and full-time compensation breakdowns according to church size, budget and geographical setting. Personal factors such as years employed, gender, and educational training are also taken into account.

*The 2007 Compensation Handbook for Church Staff* provides a comprehensive analysis of compensation practices to help you determine: base salary, average salary increase, housing & parsonage allowance, health insurance, retirement contributions, life insurance, employee vs. self-employed, continuing education, paid vacation, and *much more!*

**Compare compensation profiles for 13 key church positions across the board, including:** solo pastor, senior pastor, associate pastor, adult ministry director, youth pastor, children/preschool director, organist, administrator, bookkeeper, secretary, and custodian! Each position is highlighted in it's own chapter.

This resource is a must-have for all church leaders!

**The 2007 Compensation Handbook for Church Staff L4077 \$29.95**

---

Order from: [www.ChurchLawTodayStore.com](http://www.ChurchLawTodayStore.com). Our hours of live customer service are: Monday - Friday, 8:00 AM - 4:30 PM CST.

### **E-mail**

[CustServ@CtiChurchLaw.com](mailto:CustServ@CtiChurchLaw.com) (hardgoods)

[Store@ChurchLawTodayStore.com](mailto:Store@ChurchLawTodayStore.com) (downloadable products)

### **Phone**

1-800-222-1840 (hardgood/physical products)

1-877-247-4787 (downloadable products)

### **Address**

ChurchLawTodayStore.com  
Christianity Today International  
465 Gundersen Drive  
Carol Stream, IL 60188

3/07